Metadata Guide: May 4, 2000 DRAFT

Need for Metadata: EO 12906 requires federal agencies to document what geospatial data they collect, how and when the information was collected/processed. The Federal Geographic Committee (FGDC) has established standards for format and content of metadata. These metadata files are to be made available to the national clearinghouse. Metadata becomes a source of information for the public, as well as government agencies and research facilities about what geospatial data is available, how accurate the data is, who collected the information, how it was collected and when it was collected.

Metadata Requirements: Corporate data must have metadata in order to be entered into the corporate library. (Shapefiles need to be converted to coverages in order to be added to the corporate library.)
Individual offices need to establish their own policies on metadata requirements for collaborative and personal data.
It is strongly recommended that collaborative data have metadata.
FGDC compliant metadata files are in ascii format.
Metadata file names generally follow the data's layer, cover, or file name. (Aolsa.met)

Location of Metadata: Corporate metadata is maintained in three locations:
1. subdirectories under the parent directories holding the data.
2. each cover's log file.
3. Meta summary files WHERE? (abstract, purpose, supplemental information, and entity and attribute FGDC data elements)

Metadata files are currently being served up on the web.

For corporate data, offices will submit a coverage and a metadata file (fgdc compliant file which has passed thru the "mp" meta parser without errors) to the State Office to be incorporated into the corporate library. State Office data managers use automated means to create and place the various metadata files in the appropriate locations.

For local project data, the local GIS coordinator/data manager will insure that metadata is adequate for local standards and is placed in the appropriate local directory.

Metadata Tools: Numerous tools exist to create and edit metadata. We have gathered some existing and some customized tools to help users. These metadata tools are located at M:\Arcdata\tools.
List of Tools:

fgdcuso.aml = template for creating metadata by the Utah State Office
fgdcver.aml = template for creating metadata by the Vernal Field Office
fgdcrfo.aml = template for creating metadata by the Richfield Field Office
mp = meta parser from fgdc–finds mistakes in existing metadata files
tkme = editor and help for existing metadata files
NOAA tool for creating metadata for shapefiles (local data)

Some of these tools provide a template for creating metadata. Templates provide a more efficient method of data entry, as well as providing guidance on metadata entry interpretation and suggested standards for

some entries. Also the metadata creation tools will automatically extract some information from the data layer (geographic extent of cover). Some metadata entries (point of contact, office address, etc.) are also automatically filled in. NOAA has a metadata tool that can be accessed thru arcview to create metadata for shapefiles.

Forms: A form has been created which will facilitate metadata collection and documentation. This form should be used in the initial stages of data collection/compilation. It is called "meta questions" and is located at M:\Arcdata\tools

Metadata Procedures:

Creating metadata:
arc
set amlpath (&amlpath m:\arcdata\tools)
set workspace to location of cover
&r fgdcver.aml cover

This will create a metadata file for the coverage. It will also automatically open up TKME. From here, you can use TKME editor and help functions to complete the metadata elements.

Filling in metadata elements:
Tkme
Fill in the metadata elements. The template will explain what types of information in required in each section. It also will identify what elements are required and which are optional. There are also some suggestions for possible answers to some of the questions. Tkme also has a help file which defines elements.

Checking metadata files:
The "mp" (metadata parser) from FGDC will check for errors in the metadata file you have created. A copy of the "mp" is located in the tools directory.
1. MS-DOS command;
mp -e covername.met (lists errors/warnings on the screen)
Or
mp -e covername.err covername.met (saves the list of errors/warnings to a file called covername.err–can be useful if you have a lot of errors)
This should give you a list of errors/warnings. The corrections can be made in tkme.
2. In addition to running the "mp" program, the various persons responsible for the data layer (GIS, data entry, resource specialist) should carefully review the metadata to make sure the information is correct.

Distribution
A copy of the metadata reside in a "metadata" subdirectory under the directory with the actual coverage.
Logfile
website/clearinghouse
abbreviated file–metasummary